

# Procedure to Get Approval for Outside Con Ed

Sam the CERT wants to attend a training by Safety-R-Us to learn how to use safety widgets in the event of an earthquake.

Sam must forward information on this training to his TEAM LEADER well in advance of the training.

Sam's Team Leader receives an email from Sam with the information

The TEAM LEADER must forward this information to the BATTALION LIAISON.

The BATTALION LIAISON receives this information from Sam's Team Leader.

The BATTALION LIAISON must forward this information to the CERT PROGRAM OFFICE.

The CERT Program Office receives the information, reviews materials, and sends a reply to the BATTALION LIAISON, the TEAM LEADER, and SAM the CERT.

If approved, SAM the CERT attends the training, and follows the procedure for reporting training.



If NOT approved, SAM the CERT may still attend the training, but he may not turn in the hours to receive credit toward DSW renewal.